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MASTER FILE

DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #O-15

MEMORANDUM FOR

Robert Marx
Chief, Geography Division

Michael Longini
Chief, Decennial Systems and Contracts Management Office

From:

Howard Hogan 
Chief, Decennial Statistical Studies Division

Subject:

Specification for Updating the Decennial Master Address File in
August 2000 with Changes to the Special Place/Group Quarters
Universe

Contact Persons:

Nicholas S. Alberti, DSSD, Room 2-2504, (301) 457-4236
Kimball Jonas, DSSD, Room 2-2405, (301) 457-4197

I. Introduction

This specification concerns the delivery of a Master Address File (MAF) extract of Special Places (SPs), Group Quarters (GQs), and housing units (HUs) within SPs. The extract is produced after the MAF has been updated with information from the SP/GQ Master File, after that file in turn has been updated with the Operational Control System (OCS) 2000 results of the GQ enumeration.

This specification also contains rules for updating the Decennial Master Address File (DMAF) based on the updated MAF information for SPs, GQs, and HUs within SPs. The specification provides instructions for updating the Decennial Master Address File (DMAF) in a way that will result in an accurate and consistent accounting of GQ records.

II. Definitions

- A. An "existing GQ" is a GQ that was delivered to the MAF in November 1999. A "new GQ" is one that was added to the MAF, or flagged as a GQ on the MAF, for the first time in the July 2000 SP/GQ file delivery. Define new and existing SPs,

and embedded and free-standing HUs at SPs analogously.

- B. A “refusal” is a GQ that refused to be enumerated, usually because the contact person claimed to have received a HU mailback form at the GQ and claimed to have mailed back the form with the residents of the GQ listed on the form. The Field Division (FLD) has identified more than 2000 refusals.

III. Background

A. Field Operations, OCS 2000, and the SP/GQ Master File

The SP/GQ Master File was created from a series of SP/GQ address list building operations culminating in the Facility Questionnaire operation in 1998-99. The November 1999 delivery of the SP/GQ file to the MAF contained the results of this series of operations.

Since the November 1999 delivery, addresses in the SP/GQ universe have been added, deleted, and corrected in a series of operations in the Local Census Offices (LCOs): Local Knowledge Update, SP Local Update of Census Addresses (LUCA), the SP Advance Visit, and GQ Enumeration. These additions, deletions, and corrections are recorded in the OCS 2000. The SP/GQ Master File has been updated periodically during the spring of 2000 from the OCS 2000.

Due to a number of factors, some GQs that had been successfully enumerated in Census 2000 were erroneously deleted from the OCS 2000 by LCO personnel. Fortunately, any delete in the OCS 2000 made at or after the time of enumeration is a ‘soft’ delete; the record is distinguished by a ‘delete’ flag, but is still in the OCS 2000. All information in the record of a deleted GQ, including any population counts, is preserved in the system, and is being delivered to the Decennial Systems and Contracts Management Office (DSCMO).

For each GQ, the OCS 2000 carries the expected population (an estimate from before the time of enumeration), the LCO check-in population count, and the LCO check-out population count.

Before the July 14 MAF delivery, the SP/GQ Master File received field updates from three files other than the OCS 2000: a ‘location file’ of military and maritime vessels, a file of sensitive special places, and a file of ‘refusals’ (defined above) identified and provided to the DSCMO by the FLD.

A team of headquarters personnel telephoned the refusals to determine their population count on Census Day. The results of that operation were transmitted to

the DSCMO, which updated the SP/GQ Master File with its results before the July 14 delivery to the GEO. Those with population were included in the MAF delivery as valid GQs. Existing GQ refusals with zero population were included with a status of Delete. New GQs with zero population were not delivered to the GEO.

Another telephone operation, operating out of the National Processing Center (NPC) in Jeffersonville, IN, phoned SPs whose LCO check-out population count and data capture population count are substantially below the expected population. This operation had no effect on the MAF or the DMAF, but some GQs received a revised population count as a result of this operation.

B. Data Capture and the SP/GQ Master File

From the Data Capture Center (DCC) check-in and data capture operations, the DSCMO added three population counts to the SP/GQ File for each GQ, in addition to the two from the OCS 2000: the count shown on the D-352 cover sheet, as recorded at the DCC check-in; the DCC check-in count, obtained by hand-counting the forms; and the data capture population count, which reflects the number of forms captured that have the proper GQID.

The SP/GQ Master File has fields called “offpop” and “censuspop,” short for ‘official population’ and ‘census population’, respectively. The former records the Census’ final count for each GQ before adjustment for GQ residents who have a Usual Home Elsewhere (UHE); the latter will record the population for each GQ as it will appear on the Census Unedited File (CUF). If a count was obtained for a GQ through either of the two telephone operations discussed in the two concluding paragraphs of III. A., it was temporarily recorded in the ‘offpop’ field, but did not necessarily become the official population count for that GQ. The DSSD subsequently produced a specification detailing how the “offpop” count was set.

The DSCMO flagged a GQ as deleted only if its LCO check-out population count and all three of its DCC counts are zero. A nonzero population count for any of these four counts ensured that the record for that GQ remained on the SP/GQ File, and did not have a ‘delete’ flag when it was delivered to the Geography Division (GEO) to update the MAF. This applied equally to GQs delivered to the MAF last November, and to new adds since that time.

C. The SP/GQ Master File and the MAF

All records on the SP/GQ file were delivered to the GEO for the MAF update, except new records that were added in the LCO and are both: (1) designated as

'deletes' by DSCMO because all of their population counts are zero, and (2) not included in the FLD's list of refusals. (See paragraph II.B.)

The GEO added to the MAF a July 2000 SP/GQ Action Code, a July 2000 SP/GQ ZIP/Street Flag, and a July 2000 SP/GQ Block Flag, analogous to but distinct from the existing (November 1999) action code and Zip/street and block flags.

Each record delivered to GEO had a July 2000 SP/GQ Action Code of A, C, D, or V, for Add, Change, Delete, or Verify, respectively. All records added in the November 1999 MAF delivery received a July 2000 action code of C, D, or V; all records added in July 2000 received a July 2000 action code of A. The July 2000 adds either had nonzero population count or were refusals. The required fields for each SP, GQ, and HU within a SP were block, record type, SP/GQ ID, and (for SPs and GQs) typecode.

The matching of GQ adds in the SP/GQ July file delivery to existing MAF addresses was equivocated matching within 5-digit Zip codes inside the blue line, and consisted of one-to-one matching of a GQ with an existing MAF address. Any GQs with delete flags that had HUs merged with them in the pre-Nonresponse Followup (NRFU) merge operation reverted to 'Census eligible' HUs by the removal of the SMAF IDs from the HUs that were merged.

IV. MAF Extract

The universe for the MAF Extract consists of the following:

- A. All records with a non-blank SPID.
- B. All HU records whose SMAF ID was removed in the July 2000 MAF update.

V. DMAF Update

- A. Changes to the SP/GQ Master File

DSCMO added variables to the SP/GQ Master File to reflect the addition of the July 2000 SP/GQ flags that GEO added to the MAF: a July 2000 SP/GQ Action Code, a July 2000 SP/GQ ZIP/Street Flag, and a July 2000 SP/GQ Block Flag. These flags are located at characters 477, 435, and 450, respectively, of the MAF Extract layout, and are analogous to but distinct from the pre-existing (November 1999) action code and Zip/street and block flags.

- B. Group Quarters

A Group Quarters record is a MAF record with a SPID and a value of 2 for its

GQ/HU Flag.

1. Adds

If the MAF ID of a new GQ was already on the DMAF, then the existing DMAF record was updated to conform to the MAF record. If the MAF ID of a new GQ wasn't on the DMAF, it was added to the DMAF.

2. Verify's

If an existing GQ was verified in July 2000, it remained on the DMAF.

3. Corrections

If an existing GQ was corrected in July 2000, its geography was updated as indicated on the MAF. This involved the flags discussed in paragraph V. A. above.

4. Deletes

If an existing GQ was deleted in July 2000, it was deleted from the DMAF.

C. Housing Units at Special Places

Housing Units at Special Places are those MAF records with a SPID and a GQ/HU Flag value of 0 or 3.

1. Adds

If the MAF ID of a new GQ was already on the DMAF, then the existing DMAF record was updated to conform to the MAF record. If the MAF ID of a new GQ wasn't on the DMAF, the GQ was added to the DMAF.

2. Verify's

If an existing HU at a SP was verified in July 2000, it remained on the DMAF.

3. Corrections

If an existing HU at a SP was corrected in July 2000, its geography was updated as indicated on the MAF. This involved the flags discussed in V.

A. above.

4. Deletes

If an existing HU at a SP was deleted in July 2000, the HU record was deleted from the DMAF.

D. Housing Units Merged With Deleted GQs

The DMAF records of all HU records on the MAF whose SMAF ID was removed in the July 2000 MAF update, were updated to reflect that change.

VI. Official Population Counts

DSSD specified how the final values of the official population and census population variables for each GQ were set. In doing so, that specification thereby defined the procedures for setting the GQ population both before and after GQ questionnaires listing a UHE are taken into account.

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